

# ILCC News

## Newsletter of the Illinois Liquor Control Commission

### A message from ILCC Acting Director Chima Enyia



**Chima Enyia**  
Acting Director, Illinois  
Liquor Control Commission

**2018** was a year of transition and continuous improvement. 2019 will be a year of excellence. We have accomplished many things at the Illinois Liquor Control Commission (ILCC) in a short period of time, made possible by improvements in customer service, elimination of backlogs, streamlined processes, and implementation of regulatory and procedural best practices.

Online renewals of licensees have increased exponentially since 2017. Currently over 85% of licensees renew online with a continued uptrend for the foreseeable future. The ILCC continues to strive for modernization through encouraging the use of technology in Licensing, Enforcement, Legal, and Industry Education.

The LC-13 program currently enlists over 70 municipalities. We continue to see both the tangible and intangible benefits of this program, which reinforces the relationship of the ILCC with local municipalities, law enforcement, and licensees, while insuring balanced regulation of the industry.

We are proud of the hard work, dedication, and accomplishments of the ILCC to date, but acknowledge that there is yet much work ahead. One of the most significant developments of 2018 was the signing of Public Act 100-150. Public Act 100-150 sets forth a vision for an independent Illinois Liquor Control Commission, charged with a renewed mandate to protect the health, safety, and welfare of the people of Illinois through careful control and regulation of the manufacture, distribution, and sale of alcoholic liquors, and through the development of strategies to reduce youth access to alcohol products.

The top priority for 2019 will be to ensure a seamless transition from the Illinois Department of Revenue that further enables the ILCC to modernize, focus on our core functions, and preserve the 3-tier system through:

- **Licensing** – Timely and efficient review of liquor application and issuance of state liquor licenses.
- **Enforcement** – Conducting liquor inspections, periodic underage consumption compliance sweeps, and investigation of trade practice violations.
- **Legal** – Counseling the ILCC Executive Director, Commissioners, and public interpretation of the Illinois Liquor Control Act, rules, and regulations, and review violations to weigh the severity of the offenses.
- **Industry Education** – Educating the liquor industry and public regarding the laws that govern liquor sales and consumption throughout the state.

The Illinois Liquor Control Commission looks forward to working closely with all stakeholders on these endeavors.

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# Don't get caught serving minors, CARD HARD!

## Order the "WE CARD HARD" Pack

For two decades the ILCC's We Card Hard campaign has been encouraging establishments to "Card Hard" by properly checking IDs for the all the details to spot a fake. Order the We Card Hard pack to post in your establishment to let guests know there is a strict carding policy and practice.

**The Door Decal** – The door decal features the popular logo stating, "We Card Hard." Display the door decal on the front door of your establishment. Convenience stores can place them on cooler doors. It will remind your staff to "card hard" and send the message out to minors that they will be carded, and their ID scrutinized.

**The Proper Way to Check IDs Training Guide** – Demonstrates a step by step guide for servers and security detail checking IDs on the proper way to check an ID. The training guide identifies the security features to look for and offers tips how to spot a fake ID.

**The NOTICE Poster** – What is an acceptable ID? This poster encourages a business to set sound carding policies and "house rules." By posting the NOTICE poster you will have proper documentation to make customers aware of your carding policies. It identifies primary IDs and secondary IDs if necessary to ask for one.

**The "We Card Hard" poster** – "NOT 21, Don't even think about it", sends the message that your servers and ID checkers will "card hard" by checking the ID carefully and be able to spot a fake.

To order the We Card Hard pack, please go to the ILCC website at [www.illinois.gov/ilcc](http://www.illinois.gov/ilcc).



## ILCC News

**Article suggestions are welcome!**

The Commission welcomes your input to enhance the *ILCC News*. If you have a suggestion for an article or topic or have a helpful hint to share with other licensees, please contact the Commission's Chicago Office.

*ILCC News* is published by the Illinois Liquor Control Commission for state liquor licensees, local government officials, industry associations, and related government agencies.

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# 10<sup>th</sup> Annual College Town Summit was a success

The 10th Annual College Town Summit was held at Illinois State University in the Alumni Center on November 1. There were over 105 representatives from Illinois colleges, government, law enforcement and advocacy groups throughout Illinois gathered at the event sponsored by the Illinois Liquor Control Commission (ILCC), Illinois State University (ISU), and Chestnut Health Systems.



Attendees at the College Town Summit exchange ideas

The event was emceed by Eric Davidson from the Illinois Higher Education Center for Alcohol, Other Drug and Violence Prevention. The keynote speaker was Jeremy Butler from the Illinois State University Police Department who gave a very informative presentation on verbal judo techniques.



Eric Davidson from The Illinois Higher Education Center for Alcohol, Other Drugs and Violence Prevention.

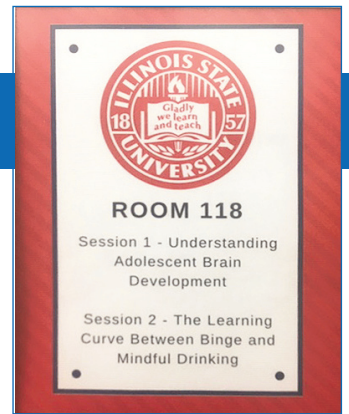
The breakout sessions covered topics such as “The Learning Curve Between Binge and Mindful Drinking”, presented by Jason Lay from the Better Drinking Culture (BDC); “Understanding Adolescent Development: From Brain to Behavior”, presented by ISU professor Dr. Alicia Hund; “Sexual Assault End Victim Blaming” presented by Kristin Alferink, Elizabeth Hedges, and Nicole Bruno; “Managing/Enhancing Neighborhood Livability through Town & Campus Relations”; and the final session was presented by ILCC Investigations Supervisor, Ken Williams who spoke on the topic of “Compliance Checks and Unofficial St. Patrick’s Day.”

The Summit’s format was designed to address alcohol-related issues on college campuses and the surrounding communities in Illinois. The experts provided valuable information for participants to utilize at their schools and communities. The breakout sessions, expo and summary at the end allowed the participants to engage in a lively discussion of ideas when encountering the challenges that are faced on Illinois campuses and towns.

Those in attendance gave high evaluation marks for the Summit overall. The ILCC would like to give a special thank you to Kerri Calvert from ISU, Elizabeth Hamilton from Chestnut Health Systems, and Eric Davidson for hosting a successful event.



Keynote Speaker Jeremy Butler with ILCC Executive Director, Chima Enyia



By Lee J. Roupas, ILCC BASSET Program Manager

It is the time of year when more parties and outings will be planned. Friends will be gathering together for food and drink to enjoy conversation and company. As we anticipate a good season for business we must keep safety and prevention at the forefront of our operation.

Consider the laws regarding alcohol service and sales to minors, and the high-risk liability caused by intoxicated guests leaving an establishment. Businesses must always assess risks and take the proper measures to prevent them.

Here are some reminders to protect your patrons and business this holiday season and beyond:

## 1. Have proper carding policies and procedures.

- Politely greet the guest while analyzing them for signs of intoxication.
- Ask for the ID and make them take it out of their wallet to hand to you.
- Hold the card up to check the person's physical features and compare to the picture on the ID.
- Read the information on the card, ask questions, and ask for a secondary ID if necessary.
- Check the security features on the card.
- Return the ID to the cardholder.

## 2. Pay attention to customers and control access to alcohol being provided.

- Use standardized glassware and measuring tools in mixed drinks.
- Do not "stack drinks", make sure guests are done before ordering another.

## 3. Offer the alternatives if a guest is getting to the point of intoxication.

- Nonalcoholic beverages, coffee, tea or soft drinks.

## 4. Offer food, appetizers and other snacks to slow down the absorption of alcohol.

- High protein fatty food.

## 5. Observe Behavioral Cues to determine if a patron is near intoxication or already at that point.

- Lowered inhibitions – Loud speech, boisterous, and change in mood.
- Impaired judgement – Invincibility, think they are ok to drive, or get argumentative.
- Slower reactions – Slurred speech, blood shot or glassy eyes.
- Poor Coordination – Difficulty walking and performing routine tasks.

## 6. Have a plan for alternative transportation or ride sharing.

- Ask if there is a sober designated driver in a group or arrange for a cab.

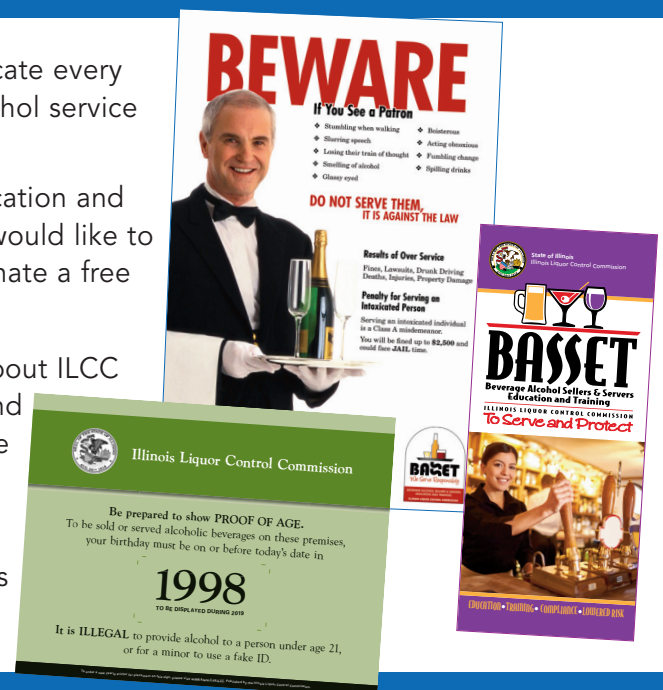
## Schedule a free education and training seminar with the ILCC

The goal for the Illinois Liquor Control Commission is to educate every licensee and operator in the state to follow liquor laws, alcohol service laws, and best practices.

The ILCC will be offering town wide and regional licensee education and training seminars to liquor license holders and their staff. We would like to encourage all mayors and local liquor commissioners to coordinate a free seminar with the ILCC.

The business owners and employees will receive information about ILCC education and training programs, liquor laws, best practices, and what to expect during an inspection. The Commission will have the required signage, training guides, and posters available to the licensees.

To set up a meeting in your town or region, contact Lee Roupas at 312-814-0773 or [lee.roupas@illinois.gov](mailto:lee.roupas@illinois.gov).



## Reminders for retailers

- Establish a sound carding policy.
- Ensure that employees are BASSET trained, a copy of their BASSET cards are kept on file, and that they carry their BASSET cards at all times.
- Watch for “handoffs” or adults providing alcohol to a minor. Let them know the penalty may be a Class A misdemeanor, a \$2500 fine, and possible jail time.
- For private parties, let the host of the party know the guidelines and house policies.
- Be properly stocked with product and make sure you purchase your alcohol products through a distributor.

## Check out the ILCC's social media channels



## Licensing: frequently asked questions

LICENSING

### Why haven't I received my Illinois liquor license renewal notice in the mail?

In an effort to reduce paper and streamline the liquor license renewal process, the Illinois Liquor Control Commission (ILCC) will no longer mail renewal notices to licensees.

### What if I don't want to renew my liquor license online?

You can renew your liquor license using a paper renewal application form in one of two ways:

#### If you have a MyTax Illinois account

1. Log into your MyTax Illinois account and click on your “Correspondence” tab.
2. Open the “LCC Renewal Application.”
3. Print the renewal form; update and provide any necessary information.

#### If you do not have a MyTax Illinois account

1. Visit [mytax.illinois.gov](http://mytax.illinois.gov) and click the “Sign up Now!” button.

2. For full activation information click on the *Guide to Creating a MyTax Illinois Account* for additional help.
3. If you are not able to create or access your *MyTax Illinois Account* account please contact our office at 312-814-2206 or 217-782-2136 to request a copy of a renewal application.

For either paper option, once the form is complete, mail to the ILCC or take to one of the locations listed on the form.

### How will I know when it's time to renew my liquor license?

You will receive an email reminder from the ILCC 45 days prior to the expiration date on your liquor license.

### Are there benefits for my business if I renew online?

Yes. For most liquor licenses you will be charged a reduced fee by renewing online.

## Renew liquor license by credit card

LICENSING



As part of the Illinois Liquor Control Commission's (ILCC) effort to make the license renewal process more efficient, all Illinois liquor license holders now have the option to renew, and pay their liquor license fee online with a credit card. This new option became available August 4, 2016.

Prior to the new system the only payment option was "electronic debit". You may use American Express, Discover, MasterCard and Visa credit cards to renew your liquor license on line. By renewing online the licensees will pay a lower licensing fee.

The ILCC encourages business owners to utilize this option to obtain their liquor license to avoid the one to five business day wait, excess fees, or late charges.

### Steps for the online renewal option:

1. Log into your MyTax Illinois account by visiting [mytax.illinois.gov](http://mytax.illinois.gov) on the web.
2. Click on the "Renew" link next to the license period under your license number.
3. Enter the required information and provide attachments as requested (option to add attachment in left sidebar menu).
4. Pay the license fee with an electronic debit or MasterCard, Discover, American Express, or Visa credit card. **Note:** The credit card service provider will assess a convenience fee. (New! The credit card payment option is now available.)

**Note:** Processing of renewals generally takes one to five business days. When processed, you will be able to view and print your new license from the "Letters" link in your MyTax Illinois account.

## Illegal importation equals revocation

ENFORCEMENT

Stopping illegal importation of alcohol is a top priority for the Illinois Liquor Control Commission.

All licensees must be in compliance with the three-tier system, which includes: (1) the manufacturer, who sells the product to (2) the wholesaler/distributor, who then sells the product to (3) the retailer. **By law, retailers must purchase their alcohol products from a distributor.** If a retailer runs out of a product, the retailer is prohibited from purchasing it from another retailer for resale. This includes crossing state lines and transporting alcohol from another state and reselling it in Illinois.

Engaging in illegal importation creates an unfair business environment for all licensees, and it is estimated that the State of Illinois can lose \$20 to \$30 million in tax revenues every year.

On August 26, 2016, Governor Bruce Rauner signed Senate Bill 2989, known as Public Act 099-0904, into law to toughen

the penalties for bootlegging into a Class 4 felony. In Illinois once you get your liquor license revoked you are automatically ineligible to get another license. That is why it is important to comply with the law, protect your license, protect your business, and protect your livelihood. Avoid illegal importation.

Please see the links below for recent headlines in the news on Illegal Importation raids the ILCC participated in:

**Operation TGIF: Feds, police raid multiple liquor stores in cross-state investigation**

<https://abc7chicago.com/operation-tgif-feds-police-raid-multiple-liquor-stores-in-cross-state-investigation/3796532/>

**Police raid liquor store on U.S. 41 in Highland; Illinois agencies investigating**

[https://www.nwitimes.com/news/local/crime-and-courts/police-raid-liquor-store-on-u-s-in-highland-illinois/article\\_edca0ce5-a12b-5d67-8638-0f9fdb0a550.html](https://www.nwitimes.com/news/local/crime-and-courts/police-raid-liquor-store-on-u-s-in-highland-illinois/article_edca0ce5-a12b-5d67-8638-0f9fdb0a550.html)

ILCC Investigators, along with LC-13 Inspectors, conducted over 16,000 liquor inspections throughout the State in calendar year 2018. Listed below are the Top Ten Violations reported during these inspections. To avoid making these same mistakes in your establishment, we encourage you to become familiar with this list and share it with your staff.

## 1. Personnel not BASSET-certified

Licensees engaging in on premises sale of alcoholic beverage must ensure that all bartenders, wait staff, and bouncers (i.e., "alcohol servers") have passed a BASSET-certified training course. This requirement became a statewide mandate on July 1, 2018.

## 2. Contaminated liquor

Check your bottles for contaminants on a regular basis. Do not use pour spouts on bottles of liquor that you pour from on an infrequent basis.

## 3. Pregnancy warning sign not displayed

This sign is required to be framed and posted in a conspicuous location on the licensed premises. You may order or download a sign from our website: [www.illinois.gov/ilcc](http://www.illinois.gov/ilcc)

## 4. State license not displayed

Your ILCC license is required to be framed and hung in a conspicuous location on the licensed premises. The posted license is also required to be the current license.

## 5. 90 days of invoices (or waiver) not available

Retailers must maintain 90 days of invoices **on premises at all times**. They must be available for inspection by Investigators, or other agents of the Commission, upon request. If you maintain invoices **on premises** for the current month, in addition to the previous three (3) full months of invoices, you will always have 90 days on premises.

## 6. IBT (Illinois Business Tax) certificate not available

Keep in contact with the Department of Revenue for proper IBT certificate.

## 7. Liquor purchased at retail

Properly stock your inventory with enough product to last until your next order will be received. Do not purchase alcoholic liquors from any other source than your licensed distributor or a manufacturer with self-distribution rights.

## 8. Secretary of State status – Not Good Standing

In order to be eligible for your ILCC license, your business entity (corporation, LLC, etc), must be in good standing with the Secretary of State (SOS). Visit [http://cyberdriveillinois.com/departments/business\\_services/home.html](http://cyberdriveillinois.com/departments/business_services/home.html) to determine if your business is in good standing.

You may contact the SOS Business Services Division, at (217) 782-6961, to determine how to remain in good standing.

## 9. Human Trafficking Public Notice not posted

See page 5 of the ILCC Newsletter, Fall 2018 edition, for additional information regarding this Notice. That article advises which licensees are **required** to post the Notice, where the Notice is required to be posted, and how you can obtain your copy of the Notice. Even if you're not required to post the Notice, you may post it to provide valuable information that could assist someone in a perilous situation.

## 10. Pre-mix not destroyed weekly

Pre-mix alcoholic beverages, such as but not limited to apple pie shots, Jello shots, or Vegas Bombs, may only be used for one week before they must be destroyed. If you mix these concoctions ahead of time for service to your customers, you must label the container with the date of production and the contents (i.e., type of alcohol) contained within. If any portion is not used within one week, it must be destroyed.

## While not in the Top Ten, two additional violations warrant mentioning:

### Operating without a valid ILCC license

In order to engage in the business of manufacturing, distributing, or selling alcoholic beverages, you must be licensed by the ILCC. If you sell alcohol at retail, you must also maintain a valid local license. You should develop a system to provide you a reminder when your licenses need to be renewed.

### Sale of alcohol to minor

Licensees and their agents are prohibited from selling alcoholic beverages to any person under the age of 21. The ILCC is committed to ensuring retailer compliance with the law. The ILCC provides BASSET training courses that provide you with valuable tools and methods to assist you in ensuring compliance with this law. The Illinois Secretary of State Police Department also offers a course titled "Operation Straight ID." This course provides you with techniques to recognize a fake ID. For more information contact one of the District headquarters listed below:

Northern Illinois: (630) 693-0551

Central Illinois: (217) 785-9982

Southern Illinois: (618) 244-8343

If you have any questions regarding the inspection process or questions regarding the enforcement of the Liquor Control Act, contact the ILCC Enforcement Division using our online contact form: <https://www2.illinois.gov/ilcc/Pages/Email-Form.aspx>

**Q:** What is the minimum age to sell/serve alcoholic liquor and can minors enter a bar?

**A:** Both answers are subject to local jurisdictional ordinances, but, at a minimum, the seller/server must be at least 18 years of age (you can view various ordinances for most local jurisdictions by visiting the **Local Survey** on this website). Click on **Legal FAQs** for more information on this, and other frequently asked legal questions.

**Q:** I lost my renewal application. Can I still renew my liquor license online?

**A:** Yes. Please visit the **MyTax Illinois Instructions** page on this website to learn how to set up and access your online liquor license management account. Please allow approximately 3 to 7 business days for processing after online submission. Click on **Licensing FAQs** for more frequently asked licensing questions.

**Q:** I have received a notice that an "ROT Hold" has been placed on my license. What does this mean and how do I remove it?

**A:** You cannot renew your license when a "Retailers' Occupation Tax (ROT) Hold" is placed on your license by the Illinois Department of Revenue. Prior to renewing your license, please check your MyTax Illinois online account to review and pay any outstanding balance (visit the **MyTax Illinois Instructions** page on this website to learn how to set up and access your online liquor license management account) or call one of the numbers below for information on how to remove the hold.

- 312-814-7067
- 312-814-7066

**Q:** What signage is required for posting in my business and where can I order these signs?

**A:** All liquor retailers must post a government warning sign (alerting patrons to the dangers of drinking while pregnant) along with their liquor license and Illinois Business Tax (IBT) certificate. All signage must be framed and posted in a conspicuous place within the premises, such as behind the bar or at the point-of-sale. Other signage (including a "Proof of Age" sign and local liquor license) may also be required by your local jurisdictional

authority. Please visit our Alcohol Retailer **Licensee Information Packet** page to order the above mentioned signage. Additionally, some on-premise liquor retailers are required to prohibit firearms in their establishment (visit the Illinois State Police's **Concealed Carry Signage Requirements** web page) and post a human trafficking notice (visit the Illinois Dept. of Human Services' **Human Trafficking Resource Center Notice Act** web page), while tobacco retailers must post the required "Surgeon General's Warning" and "Warning to Minors" signs (see the **Tobacco FAQs** for more details).

**Q:** If I lose my BASSET card, how do I get a replacement?

**A:** Call the ILCC BASSET program at **312-814-0773** and have proof of identification to verify certification through a licensed BASSET provider. The cost of a replacement card is \$15; however, those trained by a BASSET-approved provider since May 2015 can print their own card via the **BASSET Card Lookup** web feature. Click on **BASSET FAQs** for more frequently asked seller/serving training-related questions.

**Q:** What forms of identification are acceptable for purchasing or consuming alcoholic beverages?

**A:** Acceptable ID's include the following: A valid current driver's license or photo ID card issued by the Illinois Secretary of State's Office or any other State; a valid Armed Forces ID; and a valid U.S. passport or foreign passport (with U.S. travel visa) containing the holder's photograph. Please note: If a license holder chooses to request identification, then they have the authority to refuse service if the written evidence of identification is not a U.S.-affiliated ID. Nevertheless, it is ultimately the license holder's choice on what they will accept. Of course, if they accept an ID that is not U.S.-affiliated, then they have no defense if the person turns out to be under 21.

**Q:** How can I order ILCC signage, posters, and training guides?

**A:** You can order them through the ILCC website [www.illinois.gov/ilcc](http://www.illinois.gov/ilcc).

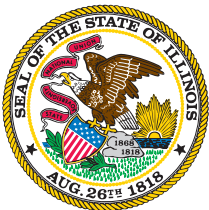
## 2019 Commission meetings schedule

March 21, 2019  
 April 17, 2019  
 May 15, 2019  
 June 19, 2019  
 July 17, 2019  
 August 21, 2019  
 September 18, 2019  
 October 16, 2019  
 November 20, 2019  
 December 11, 2019

All meetings will be held at the James R. Thompson Center at 100 W. Randolph in Room 9-040. Please check our website regularly for any changes to the dates [www.illinois.gov/ilcc](http://www.illinois.gov/ilcc).



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## Legislative News

### Public Act 100-0816: LIQUOR-BREWERS-SALE AT RETAIL

This bill authorizes a brewer, class 1 brewer, or class 2 brewer to sell beer manufactured by any other brewer, class 1 brewer, or class 2 brewer to non-licensees, and to sell cider.

This bill also authorizes a distributor licensee to sell beer, cider, or both beer and cider to brewers, class 1 brewers, and class 2 brewers that, sell beer, cider, or both beer and cider to non-licensees at their breweries.

A Wine Manufacturer or Wine Maker license holder cannot self-distribute to Brewer, Class 1 Brewer, or Class 2 Brewer license holders. The self-distribution exemption for wine manufacturers or wine makers is limited to sales to retail licensees. Sales to Brewers, Class 1 Brewers, or Class 2 Brewers must instead go through a licensed distributor.

**CLARIFICATION NOTICE: As a follow up to the Fall 2018 ILCC Newsletter, please see the following clarification on Public Act 100-0885, which appeared on page 7 in the Fall Newsletter.**

The law provides that nothing in the Act prohibits a licensed distributor from offering credit or a refund for unused, salable alcoholic liquors to a holder of a special event retailer's license or from the special event retailer's licensee accepting the credit or refund for unused, salable alcoholic liquors at the conclusion of the event specified in the license.

The law provides that any manufacturer of beer that transfers beer into this State must comply with

specified provisions of the Act related to recordkeeping and taxation.

In provisions related to signage, the law provides that temporary inside signs include product displays. The law also provides that all neons, illuminated signs, clocks, table lamps, mirrors, and tap handles are the property of the manufacturer and shall be returned to the manufacturer or its agent upon request.

This law was effective immediately (August 14, 2018).

### Section 100.500 "of value" provisions has become effective.

Section 6-5 of the Liquor Control Act of 1934 prohibits a manufacturer or distributor from giving and a retailer from receiving "something of value." "Something of Value" has always been subject to interpretation. The new administrative rules clarify and guide what is or is not considered "something of value." The rules became effective November 29, 2018. They can be found in the Administrative Code under Section 100.500. The ILCC will be providing technical assistance to our industry members via webinars, and other materials. We plan to host our first webinar on this topic in March of 2019.

### 101st General Assembly has started.

We look forward to working with all legislators, industry members, advocacy groups, and local municipal associations to ensure an effective and collaborative legislative session. We will provide an update post session on what bills pass the legislature and how the ILCC will look to implement.